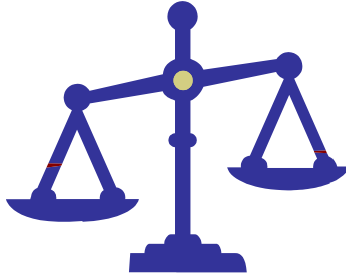


# COMPLAINT PROCEDURE



The City of West Lafayette has a formal procedure to respond to concerns covered under the City of West Lafayette-Property Maintenance Code.

## **The Housing-Property Maintenance Code**

Includes the upkeep or regulations of the following:

- Property Grounds
- Exterior of the Structure
- Lighting
- Ventilation
- Dwelling Limits
- Space Requirements
- Plumbing System and Fixtures
- Water System
- Sewage System
- Heating Apparatus
- Electrical System
- Fire Safety
- Exits
- Storage
- Structure Fire Resistance
- Sanitary Conditions
- Accessory Structures

**For More Information Please Call:  
City of West Lafayette Rental Housing Team  
765-775-5167**

**Note:** A lease is a legally binding contract between a tenant and a landlord. For any concerns you may have regarding a lease, please seek counsel from an attorney.

### **Before a complaint can be filed:**

1. As the tenant, you must inform your landlord of the problem(s) and give them at least 10 days to respond before you file a complaint with this office.
2. All complaints must be submitted in writing.
3. A copy of our report will be sent to the owner/property manager and the complainant. If violations are cited, repairs must be made and a re-inspection date will be set.
4. We will continue to re-inspect the property until the conditions of the report are met. The owner/property manager may be assessed fees for additional inspections.

# Complaint Form

## City of West Lafayette Rental Housing Inspection Program

(Please Print)

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

Signature \_\_\_\_\_

Please describe the complaint in as much detail as possible. Include the location of the complaint, any specific measurements such as temperature, numbers, etc. Please use additional paper if necessary.

Please return to: **West Lafayette Fire Department**  
**Rental Inspection Team**  
**300 North Street**  
**West Lafayette, IN 47906**

### For Office Use Only

Rec'd by:	Date of Inspection _____ Inspector: _____
Date:	
Time:	_____ The complaint was not within the jurisdiction of the City of
Owner:	West Lafayette.
Date Notification Letter:	_____ The complaint was valid and the following action was taken:
	Violation Notice/Date of Notice: _____
Response Deadline:	Other Explain: _____